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**Course Revision Form**

**Date**:       **Program:**       **DGS:**

**Current Course Information**

Program abbreviation (*e.g.: ARTHIST or EPI*):       Course number:

Credit hours:        This is a variable credit course. Credit range:

Course title:

Grading basis (check one):  Graded  Satisfactory/Unsatisfactory  Student Option

This is a variable topic course. It can be repeated for credit up to       times

Permissions: Students need permission from the instructor to enroll in this course

**Course Elements to be Revised (check each element that will change)**

Course number. The new number is to be:

Course credit hours. The new credit hours will be:

Course title:

Short title (*30 characters max, including spaces and punctuation*):

Long title:

The current number of contact hours per week for this course is      , and the new course will have       contact hours. If the weekly contact hours are not the same as the credit hours, please explain in the attached memo.

Variable credit hours

This course should have variable credit hours. The range is:       In the attached memo, explain how different credit hours will be determined.

This course should **NOT** have variable credit hours

Course repeatability:

This course should be repeatable for credit up to       times

This course should **NOT** be repeatable for credit

Variable Topic

This course should be variable topic. It can be repeated for credit up to       times

This course should **NOT** be variable topic

Grading basis (select from drop-down list):

Permissions

Students should need permission from the instructor to enroll in this course

Students should **NOT** need permission from the instructor to enroll in this course

Please list any prerequisites for this course, if applicable:

Will this course be taught online, completely or partially?  yes  no

If “yes,” will this course be taught (check one):

Online only  Hybrid, with both online and in-class meetings  Mixed, offered as online or in-class section

**In an attached memo**, please provide a brief rationale for this course change and explanation of the specific changes noted above.

**Attach a sample syllabus for the course**. **The syllabus should clearly indicate**:

* **Intellectual scope**: What topics, methods, techniques, or other subject matters will be covered? Include a list of relevant texts or other sources that students will be expected to study and become knowledgeable about.
* **Goals**: What learning outcomes does the course envision for students?
* **Assignments**: What assignments will students be expected to complete?
* **Grading**: What will be the basis for students' final grade?

**Executive Council Action: Date:**       **Approve**  **Deny**